

## PERSONAL INFORMATION

Lidija Marta Kozlovac

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Sex: Female Nationality: Croatian

## JOB APPLIED FOR English/Croatian/Spanish/Dutch translator

### WORK EXPERIENCE

June 1994 – Present Full-time freelance translator  
self-employed

**Full-time freelance Croatian/English/Spanish/Dutch translator** (also  
a certified sworn English/Croatian/Spanish translator).

Translations from English/Dutch/Spanish to Croatian include:

- EU affairs (EU directives, Regulations, Policies, Documents of the European Union and the European Commission, Public Administration, etc.);
  - Chemistry (Safety Data Sheets, Technical characteristics of products, Chemical products, Certificates of product compliance and quality, Analyses, etc.);
  - Law and Legal documents (all kinds of contracts, Powers of attorney, Resolutions, Decisions, Decrees, Last wills, Minutes, Notarized documents, Sworn translations, etc.);
  - Education (translations for the School Education Gateway portal, etc.);
  - Economy (Contracts, Documents for incorporation and registration of companies, entire financial statements and auditor's reports, etc.);
  - Tender documentation
  - Environment (Environment Catalogues, Environmental Protection Measures, etc.);
  - Prospectuses, Brochures, Catalogues, Web sites, Guides;
  - Diplomas, School transcripts, Birth and Marriage Certificates, Certificates of no criminal records, etc.
- Main areas of specialization: Business/General; EU Affairs; Chemistry; Education; Legal; Economy; Human Resources; Marketing; Agriculture; Finance; Certificates; Sworn Translations, etc.

#### Some of my recent projects:

➤ Translation from English to Croatian – Action Plan EU Strategy for the Danube Region – 155 pages for the European Commission, Directorate General for Translation, Brussels, Belgium

➤ Translations from English to Croatian in the area of EU affairs, EU policies and chemistry (Safety Data Sheets and specifications of products) for Eurideas Kft., Horvat u. 14-24, 1027 Budapest, Hungary

➤ Translations from English to Croatian for School Education Gateway portal in the area of education and EU affairs as well as translations in the area of chemistry for EUN Partnership AISBL, Brussels, Belgium (European Schoolnet), Rue de Traversé 61, 1040 Brussels, Belgium

➤ Translations from English to Croatian - Flash Eurobarometer surveys, translations in the area of human rights, consumers' rights and EU affairs for Verian - Kantar Belgium SA, Avenue des Arts 58, 1000 Brussel, Belgium

Translations from Dutch to Croatian – various documents in the area of law, certificates, economy for Vertaalbureau Perfect, Piet Heinstraat 1, 7511 JE Enschede, the Netherlands

➤ Translations from Dutch to English and Croatian – various documents in the area of marketing, law, certificates etc. for Access Translations, 5 Bruach Na Laoi, Union Quay, Cork, Ireland

➤ Translations from Dutch, English and Spanish to Croatian – various documents for Translated S.R.L., Via Indonesia 23, 00144 Rome, Italy

➤ Translations from Dutch to Croatian – various documents and certificates for Lidija Pomper, Samora Machelstraat 24, 3573 XK Utrecht, Nederland

➤ Translations from English to Croatian in the area of boat paint industry and chemistry for Andiamo Language Services Ltd, Bowcliffe Grange Bramham, Leeds LS23 6LW, Great Britain

➤ Translations from English to Croatian - Directives of the European Parliament and of the Council, financial, commercial and legal contracts, common rules for the internal market in natural gas for the largest Croatian gas company Plinacro d.o.o., Savska 88a, Zagreb 10000, Croatia

➤ Translations from English to Croatian of various commercial, legal and financial contracts, translations in the area of law, business administration, economy, marketing, human resources, tender documentation, tax documents issued by the Ministries, Municipalities and Tax Authorities, tax laws and tax rules and regulations, finance, chemistry, environmental protection etc. for the largest Croatian brewery Zagrebačka pivovara d.o.o./Molson Coors, Ilica 224, Zagreb 10000, Croatia

➤ Translations from English to Croatian of various commercial and legal documents, tax documents issued by the Ministries, Municipalities and Tax Authorities, tax laws and tax rules and regulations for Tetra Pak d.o.o., the Swedish subsidiary in Croatia, Buzin, Bani 110, Zagreb 10000, Croatia

➤ Translations from English to Croatian in the area of economy, law, human resources and marketing for Unilever Croatia d.o.o., Savska opatovina 36, Zagreb 10000, Croatia

➤ Translations from English to Croatian on chemical products (Safety Data Sheets, Technical characteristics of the products, Certificates of product compliance and quality, Analyses) and chemical patents for Chromos Agro d.d., Radnička cesta 139 n, Zagreb 10000, Croatia

➤ Translations from English to Croatian on ECHA Reports / European Chemical Agency for the Translation Agency Paspartu from Athens, Greece

➤ Translation from English to Croatian of Chemical Manual for the Translation Agency Borfer S.L., C/Zuloga, 2 D, 28222 Majadahonda, Madrid, Spain

1985 – 1994

#### Translator

Kemikalija Ltd., Savska 60, Zagreb 10000  
Croatia

Every day work on translating and revising documents from English to Croatian including all kinds of contracts, chemical documents, legal documents and certified translations.

Translation accounts of 100% of my total income.

#### EDUCATION AND TRAINING

1978 - 1981 Master's degree (M.A.) in English and Spanish  
Language and Literature

University of Zagreb, Faculty of Humanities and  
Social Sciences, Department for Languages

June 1982    Appointment of sworn translator for English,  
Spanish and Croatian

County Court of Zagreb, Croatia

January 2019 onwards    Dutch courses

Foreign Language School

#### ATTENDANCE OF CONFERENCES AND SEMINARS

December 2015    Attending the Workshop "Proofreading of My Own  
Translations" for professional translators, Davor Nikolic, PhD  
Integra d.d. Zagreb, Croatia

October 2013    Attending the Seminar "Unique Orthography of the Croatian  
Language" for translators, M. Mihaljevic and K. Lewis  
Integra d.d. Zagreb, Croatia

March 2012    Attending the Seminar "Revision and Proofreading  
for Translators", M. Aleric  
Integra d.d. Zagreb, Croatia

March 2011    Attending the Conference for Translators from  
Candidate Countries in Brussels, Belgium  
European Commission Directorate General for  
Translation, Brussels, Belgium

May 2000    Attending the Workshop "The Influence of  
Native Language on English Language",  
V.Ivir, Alan McConnel Duff

Integra d.d. Zagreb, Croatia

May 1999    International Conference "Translators on the  
Threshold of the 21<sup>st</sup> Century",  
V.Ivir, Alan McConnel Duff

Europe House Dubrovnik, Croatia

## PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	C2	C2	B2	B2	C2
Dutch	B1	B1	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user [Common European Framework of Reference for Languages](#)

**Communication skills** - Excellent written and verbal communication skills. Confident, articulate and professional speaking abilities. Writing creative or factual.

**Organisational / managerial skills** - Completely dedicated to my work.

**Computer skills** - Word, PowerPoint, Excel, internet  
**CAT tools** - SDL Trados Studio 2014

**Other skills** I love to travel and experience different cultures.

**Driving licence** B

## ADDITIONAL INFORMATION

Please visit my web site [www.marta.hr](http://www.marta.hr)

I am a member of Proz. [www.proz.com/profile/640498](http://www.proz.com/profile/640498)